

FILE MAINTENANCE AND DISPOSITION PLAN Date Prepared: 10/26/06 Date Updated: 01/23/07, 03/14/07, 03/16/07, ORC					
OFFICE NAME: Office of Eco Tribal & Public Affairs Comm Invol & Public Information Unit Total Volume of Records for this File Station:		OFFICE CONTACT PERSON: Kit Brandt, (206) 553-8562 Total number of File Drawers: Legal size: Letter size:		REGIONAL RECORDS MANAGER: Joyce Aoyama, (206) 553-2595	
FILE PLAN					
AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
0 008a	NONR 008a	Technical Reference/Non Record Material	Disposable; Destroy when obsolete or superseded or no longer needed for reference.	NON-RECORD	
108 005a	SURV 005a	Special Studies Item a: Record copy	Item a: Disposable Close upon completion of study. Destroy 7 years after file closure.	N1-412-07-1/1 Status: Final, 7/31/2010	
108-025-08 211	ENFO 211	Compliance Files	Disposable, Office Retention: FB+1yr, Destroy: FB+5yrs.	N1-412-07-1/10 Status: Final, 12/31/2007	
204-079 210	PERM 210R	Administrative Records - Permits	Item a: Disposable Close inactive records at issuance of administrative record. Destroy 30 years after file closure. Item b: Disposable Close inactive records at issuance of administrative record. Destroy 30 years after file closure. Item c: Disposable Close inactive records at issuance of administrative record. Destroy 10 years after file closure. Item d: Disposable Close inactive records at issuance of administrative record. Destroy 10 years after file closure.	N1-412-07-36 Status: Final, 06/30/2007	
205 003	CONT 003a	Grants and Other Program Support Agreements Item a: Record copy	Item a: Disposable Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.	N1-412-07-34 Status: Final, 7/31/2010	
205 274	CONT 274a	Unsuccessful Grant Application Files	Item a: Disposable Close inactive records after rejection or withdrawal. Destroy 3 years after file closure.	GRS 3/13 Status: Final, 02/14/2007	
301-093 006	PROG 006b	Program Management Files Item b: Other than senior officials	Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/2 Status: Final 12/31/09	
301-093 203a	OVER 203a	State Oversight Files	Item a: Disposable Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-07-1/9 Status: Final, 03/30/2007	
303-100 132	CORR 132	Congressional Correspondence	Item a: Disposable Close inactive records at end of congressional session. Destroy 5 years after file closure.	N1-412-07-1/3 Status: Final, 03/30/2007	
304-107 105	SURV 105a	Management Studies Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives	Item a(1): Permanent Close file after completion of the study or report or when canceled. Transfer to the National Archives in 5 year blocks 20 years after file closure. Item a(2): Permanent Close file after completion of the study or report or when canceled. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-07-2/2 Status: Final, 1/31/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
305-109-01 258	CONT 258 a, b, c	<i>Final Deliverables and Reports</i> Item a(1): Environmental programs, except Superfund site-specific - Nonelectronic Item a(2): Environmental programs, except Superfund site-specific - Electronic Item a(3): Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives Item b: Superfund site-specific Item c: Non-environmental programs	Item a(1): Permanent Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure. Item a(2): Permanent Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable Close inactive records upon completion of project. Destroy 30 years after file closure. Item c: Disposable Close inactive records upon completion of project. Destroy 7 years after file closure.	N1-412-06-27 Status: Final, 2/28/2011	
305-109-02-01 029	EPA 029	Freedom of Information Act (FOIA) Annual Reports	Item a: Permanent Close inactive records after report submission. Transfer nonelectronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.	N1-412-07-2/1 Status: Final, 06/30/2007	
305-109-02-01 030	EPA 030	Freedom of Information Act (FOIA) Requests Files	Item a(1): Disposable Destroy 2 years after date of reply. Item a(2)(a): Disposable Destroy 2 years after date of reply. Item a(2)(b): Disposable See disposition instructions for EPA 032 - Freedom of Information Act (FOIA) Appeals Files. Item a(3)(a): Disposable Destroy 6 years after date of reply. Item a(3)(b): Disposable See disposition instructions for EPA 032 - Freedom of Information Act (FOIA) Appeals Files. Item b: Disposable Dispose of in accordance with the approved Agency disposition instructions for the related records, or with the related FOIA request, whichever is later.	GR S14/11a(1) GRS 14/11a(2)(a) GRS 14/11a(2)(b) GRS 14/11a(3)(a) GRS 14/11a(3)(b) GRS 12/11b Status Final, 02/01/2007	
305-109-02-01 031	EPA 031	Freedom of Information Act (FOIA) Administrative Files and Reports	Item a: Includes notices, memoranda, routine correspondence, and related records. Disposable Destroy when 2 years old. Item b: Includes recurring reports and one-time information requirements relating to implementation of FOIA. Disposable Destroy when 2 years old.	GRS 14/15 (Item a) GRS 14/14 (Item b) Status Final, 02/01/2007	
305-109-02-01 032	EPA 032a	Freedom of Information Act (FOIA) Appeals Files	Item a: Excludes the file copy of the records under appeal if filed herein. Disposable Destroy 6 years after the final determination by the Agency, or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the court, whichever is later.	GRS 14/12 Status Final, 02/12/2007	
305-109-02-01 033	EPA 033	Freedom of Information Act (FOIA) Control Files	Item a: Disposable Destroy 6 years after date of last entry. Item b: Disposable Destroy 6 years after final action or after final adjudication by courts, whichever is later.	GRS 14/13a GRS 14/13b Status Final, 02/12/2007	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
305-109-02-04 081	PUBA 081a	Public Awareness Files Item a(1): Official dissemination products - Nonelectronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. Item a(2): Official dissemination products - Electronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. Item a(3): Official dissemination products - Electronic copy of records transferred to the National Archives Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. Item b: Background or working papersPublic Awareness Files Item a(1): Official dissemination products - Nonelectronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.	Item a(1): Permanent Close inactive records at end of year. Transfer to the National Archives 10 years after file closure. Item a(2): Permanent Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable Close inactive records at end of year. Destroy 3 years after file closure.	N1-412-07-68/14 Status: Final, 12/31/2010	
305-109-02-04 200	ADMI 200	Training Material Item a: Routine training materials Item c(1): Mission-related training materials - Nonelectronic Item c(2): Mission-related training materials - Electronic Item c(3): Mission-related training materials - Electronic copy of records transferred to the National Archives	Item a: Disposable - Close inactive records after course or material is superseded. Destroy 5 years after file closure. Item c(1): Permanent - Close inactive records after course or material is superseded. Transfer to the National Archives in 5 year blocks 20 years after file closure. Item c(2): Permanent - Close inactive records after course or material is superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item c(3): Disposable - Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-11 Status: Final, 4/30/2012	
305-109-02-04 250	EPA 250	Publications and Promotional Items Item a(1): Items depicting EPA's environmental mission activities - Nonelectronic Item a(2): Items depicting EPA's environmental mission activities - Electronic Item a(3): Items depicting EPA's environmental mission activities - Electronic copy of records transferred to the National Archives Item b: Routine publications or promotional items Item c: Working papers and background materials	Item a(1): Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 20 years after file closure. Item a(2): Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Destroy 5 years after file closure. Item c: Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Destroy 2 years after file closure.	N1-412-06-9 Status: Final, 4/30/2012	
305-109-02-04 309	EPA 309	Information Requests and Acknowledgment Files	Item a: Disposable Destroy when 3 months old. Item b: Disposable Destroy 3 months after acknowledgment and referral.	GRS 14/1 (Item a) GRS 14/2 (Item b) Status Final, 02/01/2007	

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306-112 007	DIRE 007	Directives & Policy Guidance Documents issued by Specific Program & Regions	<p>Item a(1): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records upon decision to not publish or issue. <u>Destroy 10 years after file closure.</u></p>	N1-412-06-7 Status: Final, 12/31/2010	
404-141-02-01 141	CORR 141	<p><u>Controlled and Major Correspondence</u></p> <p>Item a(1): Senior officials and assistants to those officials - Nonelectronic</p> <p>Item a(2): Senior officials and assistants to those officials - Electronic</p> <p>Item a(3): Senior officials and assistants to those officials - Electronic copy of records transferred to the National Archives</p> <p>Item b: Other federal employees</p>	<p>Item a(1): Permanent Close inactive records at end of year. Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records at end of year. <u>Destroy 10 years after file closure.</u></p>	N1-412-06-10 Status: Final, 2/28/2011	
405 202	CONT 202a	Contract Management Records	<p>Item b: Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.</p> <p>Item c: Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.</p>	N1-412-06-6/5 Status: Final, 10/31/2008	